

**Cheltenham Borough Council**  
**Cabinet – 29<sup>th</sup> May 2012**  
**Food Safety Delivery Plan**

<b>Accountable member</b>	<b>Councillor Peter Jeffries, Cabinet Deputy Housing and Community Safety</b>
<b>Accountable officer</b>	<b>Sarah Clark, Public &amp; Environmental Health Team Leader</b>
<b>Accountable scrutiny committee</b>	<b>Overview and Scrutiny</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>The Food Standards Act 1999 requires the Council to produce a Food Service Plan</p> <p>The Food Service Delivery Plan is the Council's expression of commitment to the delivery of an improving cost effective and efficient regulatory food service.</p> <p>This food service plan is an annual plan giving details of how Cheltenham is going to execute its statutory food safety functions</p> <p>It is a detailed operational plan falling within the Public Protection service delivery of the Wellbeing &amp; Culture Division.</p>
<b>Recommendations</b>	<b>I therefore recommend that Cabinet approve the attached service plan for 2012-2013.</b>

<b>Financial implications</b>	<p>There are no financial implications arising from this report. The Food Service plan will be met within the financial resources detailed in paragraph 4.1 to the plan.</p> <p><b>Contact officer: Sarah Didcote</b>  <b>sarah.didcote@cheltenham.gov.uk, 01242 264124</b></p>
<b>Legal implications</b>	<p>It is a statutory requirement to produce this plan on an annual basis.</p> <p><b>Contact officer: Sarah Farooqi</b>  <b>sarah.farooqi@tewkesbury.gov.uk, 01684 272693</b></p>
<b>HR implications (including learning and organisational development)</b>	<p>/There are no HR implications arising from this report.</p> <p><b>Contact officer: Donna Sheffield</b>  <b>donna.sheffield@cheltenham.gov.uk, 01242 774972</b></p>

<p><b>Key risks</b></p>	<p>The capacity issues experienced in recent years have now been satisfactorily addressed with all food safety posts having been successfully filled.</p> <p>Reactive services will given their inherent nature always contain the potential for an element of risk. An unplanned event (e.g. a food poisoning outbreak) will require the diversion of resources away from scheduled plans. However, this is and will remain the essence of the service we deliver and will be tolerated and monitored throughout the plan with priority given to the appropriate control of high risk issues.</p>
<p><b>Corporate and community plan Implications</b></p>	<p>The Food Service Plan supports the council's community objectives:</p> <ul style="list-style-type: none"> <li>• Enhancing and protecting our environment;</li> <li>• Strengthening our economy; and</li> <li>• Strengthening our communities.</li> </ul> <p>Our health and safety service contributes to all of these in the overall improvement in the wellbeing of those who live, visit and work in Cheltenham.</p>
<p><b>Environmental and climate change implications</b></p>	<p>None.</p>

## 1. Background

- 1.1 The White Paper “The Food Standards Agency – A Force for Change” identified the Food Standards Agency as having a key role overseeing local authority enforcement activities. This plan is required by the Food Standards Agency (FSA) as part of their monitoring and auditing systems.
- 1.2 Service plans are seen to be an important part of the process to ensure national priorities and standards are addressed and delivered locally. Service plans also:
- ⑥ focus debate on key delivery issues;
  - ⑥ provide an essential link with financial planning;
  - ⑥ set objectives for the future, and identify major issues that cross service boundaries; and
  - ⑥ provide a means of managing performance and making performance comparisons.
- 3.3 The plan follows a standard format provided by the FSA and is required to be submitted to Members for approval

## 2. Reasons for recommendations

- 2.1 It is a statutory requirement to produce a Food Service Plan.

## 3. Alternative options considered

- 3.1 No other alternatives are available as this plan relates to the delivery of a statutory function.

## 4. Consultation and feedback

- 4.1 A copy of the plan is made available on the Council website.

## 5. Performance management –monitoring and review

- 5.1 Performance against the Food Service Plan takes place on a monthly basis with the production of an annual statutory data return.

<b>Report author</b>	<b>Contact officer: Sarah Clark, Public &amp; Environmental Health Team Leader, <a href="mailto:sarah.clark@cheltenham.gov.uk">sarah.clark@cheltenham.gov.uk</a></b> <b>01242 775 002</b>
<b>Appendices</b>	None
<b>Background information</b>	Food Service Plan 2012-13

